



Statewide **I**ntegrated **G**overnmental **M**anagement **A**pplications

# **How to Find Your SIGMA Vendor Number & Address ID**

Vendor Job Aid

Revised 11/4/2021



## How to Find Your SIGMA Vendor Number & Address ID

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#### **A. SIGMA VSS Login**

1. Go to [www.Michigan.gov/SIGMAVSS](http://www.Michigan.gov/SIGMAVSS)

##### **Currently Registered?**

You will need to claim your account to respond to opportunities, see financial transactions, or update your address and personal information.

##### **Need More Information?**

Use the Quick Reference Guides or Vendor Tutorials below to assist with claiming your VSS account, registering as a new vendor, or seeing your payments.

Use the SIGMA VSS home page to find even more helpful information by clicking the link below.

**GO TO SIGMA VSS**

2. Click **GO TO SIGMA VSS**
3. Log Into your SIGMA account

A screenshot of the "SIGMA Vendor Self Service" web application. The page has a header with the SIGMA logo and the text "SIGMA Vendor Self Service" and "www.michigan.gov". Below the header is a "Welcome" section with a Michigan state seal and text about the service. A login form is highlighted with a blue box and contains fields for "User ID" and "Password", both marked with a red asterisk and the word "Required". Below the fields is a "Login" button and a "Password Reset" link. To the right of the login form is an "Announcements" section with a date "04/30/2020" and a heading "Child Care Relief Fund" followed by text about Governor Whitmer's announcement.

4. On the Summary tab you can located your Vendor Code under Account Information.



The screenshot shows the "Account Summary" page. At the top, there is a navigation bar with tabs: "Account Information" (selected), "Financial Transactions", "Business Opportunities", "Solicitation Responses", and "Catalog Management". Below this is a sub-navigation bar with links: "Summary", "Business Info", "Addresses & Contacts", "Users", "Commodities", and "Business". The main heading is "Account Summary". Below the heading, there is a paragraph: "This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question." The page is divided into three sections: "Announcements", "Primary Account Administrator", and "Account Information". The "Announcements" section has a table with columns "Type", "Date", and "Message", and buttons "First", "Prev", "Next", and "Last". The "Primary Account Administrator" section shows fields for "Primary Account Administrator" and "Phone". The "Account Information" section shows fields for "Vendor Code" (CV0138918), "Vendor Status" (Active), "1099 Reportable" (Yes), "Legal Business Name", and "Alias/DBA".

**Account Summary**

This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question.

▼ **Announcements**

Type	Date	Message	
First	Prev	Next	Last

▼ **Primary Account Administrator**

Primary Account Administrator :  
Phone :

▼ **Account Information**

Vendor Code : CV0138918  
Vendor Status : Active  
1099 Reportable : Yes  
Legal Business Name :  
Alias/DBA :

5. Go to the Addresses & Contact tab

The screenshot shows the "Addresses & Contacts" page. At the top, there is a navigation bar with links: "Home", "Help", "Accessible Help", "Site Map", "Policies", and "Logout". Below this is a navigation bar with tabs: "Account Information", "Financial Transactions", "Business Opportunities", "Solicitation Responses", and "Catalog Management". Below this is a sub-navigation bar with links: "Summary", "Business Info", "Addresses & Contacts" (selected), "Users", "Commodities", and "Business". The main heading is "Addresses & Contacts". A blue arrow points to the "Addresses & Contacts" link in the sub-navigation bar.

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Policies](#) | [Logout](#)

**Account Information** | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Business

**Addresses & Contacts**



6. Address id is the left of the address you want to use.

**Note:** If you have more than one address you will need to choose the address id next to the correct address. Address ids can be three and five characters long.

**SIGMA Vendor Self Service** | [Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Policies](#) | [Logout](#)

**Account Information** | **Financial Transactions** | **Business Opportunities**

**Summary** | **Business Info** | **Addresses & Contacts**

## Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments sections.

### Existing Address & Contact Assignments

Address ID	Address Type	Address
AD005	Billing	345 Somewhere Lane, Lansing, MI, 48911
AD005	Payment	345 Somewhere Lane, Lansing, MI, 48911
AD005	Ordering	345 Somewhere Lane, Lansing, MI, 48911
AD005	Web Registrar	345 Somewhere Lane, Lansing, MI, 48911

[First](#) [Prev](#) [Next](#) [Last](#)

### Update Addresses

Address ID	Address	Pending Change
AD005	345 Somewhere Lane, Lansing, MI, 48911	<input type="checkbox"/>



## B. Without Login Information

1. Go to [WWW.Michigan.gov/SIGMAVSS](http://WWW.Michigan.gov/SIGMAVSS)
2. Click **SIGMA VSS**

**ABOUT SIGMA VSS**

**Not Registered?**  
You can register in **SIGMA VSS** to receive payments and respond to business opportunities.

**Currently Registered?**

3. Click **Register**

\* User ID

\* Password

Login

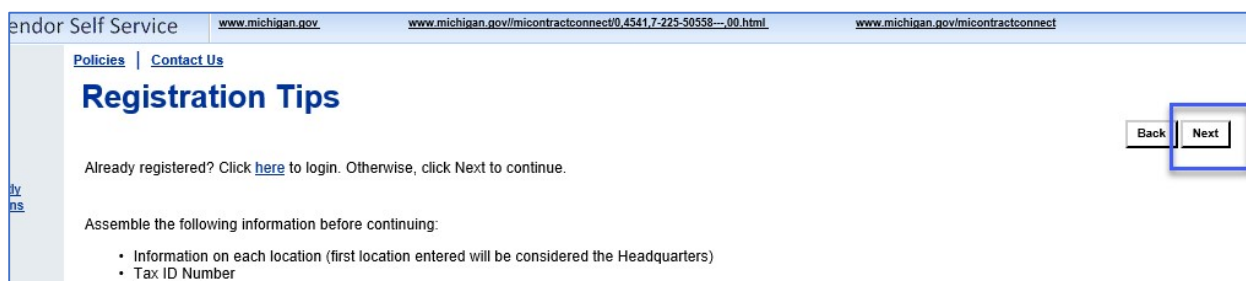
[Password Reset](#)

Click the Register button to register a new or existing account.

Register

Guest Access

4. Memorandum of Agreement scroll down and click **Accept Terms**.
5. Registration Tips click **Next**.



or Self Service

[www.michigan.gov](#)

[www.michigan.gov/micontractconnect/0,4541,7-225-50558---00.html](#)

[www.michigan.gov/micontractconnect](#)

## Search for an Existing Account

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one does not exist. Please select one of the search options below to determine if you already have a vendor code.

▼

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number

Search

OR

Legal Business Name

OR

▼

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name

AND

Last 4 digits of SSN

Search

Search

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]



8. The vendor number to the left of the legal name is the SIGMA vendor number.
9. Address Ids can only be located when logged in.

## **C. View Payments**

Select the **Financial Transactions** tab, then **Checks/EFTs** subtab and click **Search**. You can select a payment and click the **PDF** button to view the details. Select **Scheduled Payments** subtab to view payments that have not been issued and click **Search**.

Questions about payments should be directed to the agency that issued the payment.